

Supervisor's Checklist

Pre-EOD Checklist

- ☐ Prepare employee's office (office supplies, chair, computer, name sign)
- ☐ Provide tools of the profession
- ☐ Keys for office/cubicle
- ☐ Request access to systems, i.e., NFC (National Finance Center) access and voice mail
- ☐ E-mail to all staff introducing new employee
- ☐ Schedule appointment with yourself to spend time with new employee – orientation
- ☐ checklist
- ☐ Assign a mentor/buddy
- ☐ Schedule meeting with appropriate HRD/AFM/other personnel
- ☐ Schedule an appointment with information technology personnel for overview of the
- ☐ automation tools
- ☐ Schedule an appointment with telecommunication personnel to provide an overview

EOD Checklist

Personal Comfort

- ☐ Work area/office
- ☐ Office support
- ☐ Mail
- ☐ Telephone procedures – change message every day
- ☐ Parking and permit
- ☐ Security procedures (before/after hours)
- ☐ Work hours
- ☐ Personal calls/visitors (children)
- ☐ Smoking policy
- ☐ Restroom facilities
- ☐ Cafeteria/breakroom
- ☐ Safeguarding personal belongings
- ☐ Building tour (offices, mail room, nurse station, credit union)
- ☐ Wellness programs (EAP – Employee Assistance Program)
- ☐ Employee organizations
- ☐ Fitness Center
- ☐ Child care

Administrative

- ☐ Organizational chart
- ☐ Functional statements
- ☐ Telephone directories/listings
- ☐ REE policy on leave, alternate work schedules, (Research, Education and Economics)
- ☐ Office policies/guidelines
- ☐ Time and attendance procedures
- ☐ Use of credit hours
- ☐ Travel card
- ☐ Telephone card
- ☐ Purchase card
- ☐ Supply card
- ☐ Customer Care/Service
- ☐ Section meetings
- ☐ RSB Calendar/EDS board
- ☐ BAR (Bi-Weekly Activity Report)

Automation

- ☐ User name and password
- ☐ E-mail
- ☐ Voice mail
- ☐ Internet address and access
- ☐ Appointment with Help Desk
- ☐ Computer usage and security
- ☐ Prohibited Personnel Practices

The Position

- ☐ Position Description, identifying FPL
- ☐ Probationary Period
- ☐ Performance standards
- ☐ Individual development plan
- ☐ Safety
- ☐ SMART Center (Self-Motivated and Administered Reading and Training Center)
- ☐ List of position-specific regulations/guidance or Web sites

Miscellaneous

- ☐ Use of metro fare cards
- ☐ Use of Government vehicles
- ☐ Conference rooms
- ☐ Ordering supplies
- ☐ Other

Supervisor's Signature: _____

Employee's Signature: _____